



FLITWICK TOWN COUNCIL

DRAFT MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 03RD OCTOBER 2023 AT 7:45 PM AT THE RUFUS CENTRE

Present:

Cllr Thompson (Chairman)
Cllr Toinko
Cllr Wilsmore
Cllr Gleave
Cllr Platt

Stacie Lockey –Town Clerk
Susan Eldred – Community Services and Amenities Manager (CSAM)
Zoe Putwain – Community Services Officer (CSO)
Sue Quinn – Community Services Officer (CSO)

1114 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Badham and Cllr Connell due to ill health.

It was **RESOLVED** to accept apologies from Cllr Badham and Cllr Connell due to ill health.

1115 DECLARATIONS OF INTEREST

To receive Statutory Declarations of Interests from Members in relation to:

- (a) No Disclosable pecuniary interests were declared by members.
- (b) No Non-Pecuniary interest were declared.

1116 CHAIRMAN'S ANNOUNCEMENTS

The chair thanked those that took part in the coffee morning on Friday 29th October held at Flitwick Village Hall in aid of Macmillan. Expressing that there was a great response and many people attended.

1117 PUBLIC OPEN SESSION

Due to technical reasons no members of the public were able to join the meeting remotely.

1118 INVITED SPEAKER

No speaker was invited to attend this meeting.

1119 MEMBERS QUESTIONS

No members raised questions.

1120 MINUTES

- a. Members received and were asked to adopt the minutes of the Community Services meeting held on Tuesday 1st August 2023 with no amendments.

It was **RESOLVED** to accept the minutes for the Community Services meeting held on Tuesday 1st August 2023 with no amendments.

Action – CSO (ZP)

1121 MATTERS ARISING

Cllr Toinko asked for clarification as to the lights at the Skate Park as they had seen that the lights were not on when going past the park between 7pm and 9pm. The Community Services Manager confirmed that they would address the comment and acknowledged the time Summertime ending time change.

Action – CSAM

1122 ITEMS FOR CONSIDERATION

a. **The Lockdown Car Show 2024**

Members discussed last year's event and discussed the layout of the park and the need to obtain a SAG for the event.

It was **RESOLVED** to give permission for the Lockdown Lorry, car and bike show to take place on Millenium Park on the 18th August 2024 with no charge subject to SAG approval.

Action – CSAM

b. **Community Allotment**

Members discussed the report given by the Community Services Officer in relation to the request to have a dedicated allotment for the use of a community. Community Services and Amenities Manager confirmed that the waiting list was 15 people on each site.

The Community Services Officer (SQ) addressed the Council that they had heard about people that are finding their allotments too much to handle and suggested that the group could assist others on their allotments to alleviate some of their work and to allow for the Community to grow items for the fridge. They expressed that the move to have an allotment would allow for items grown to be used in the Community Fridge. They identified that there has been a lack of availability of fresh produce in recent months and an allotment would help to increase availability. Comments were made also as to the influence a Community Project would have on people suffering with anxiety and depression.

The Community Services and Amenities Manager and Town Clerk expressed that they had no official requests in relation to any allotment plots, but this could be raised at the next working group to ask Allotment holders if they are struggling to contact the Council. However, it was noted that this would be in April 2024 due to the quiet season.

The proposal for an allotment to be situated at the Rufus Centre was discussed with the need if this moved forward to go to the Business Committee for discussion as to it changing the change of use of the premises.

Concerns were raised as to the suggestion of £20,000 for an allotment, even in a grant form, being extensive with there being no indication as to how successful a Community Allotment would be.

It was suggested that the Scouts who already have an allotment that is allocated free of charge may be approached with the idea of sharing their allotment with the Community as this would not take away the availability of another allotment from the already extensive waiting list. It was also suggested that the allotment was currently used by Scouts may not be to full capacity. This would also give a chance to gauge interest in a community allotment.

It was noted that in the agreement subletting a plot is not permitted, however as the allotment is owned by Flitwick Town Council this would not be an issue.

It was **RESOLVED** to approach the Scouts in relation to their Allotment to ask if they would be willing to have a Community Allotment group share their allotment.

Action – CSAM

community Services Officer (SQ) left the meeting 20.15 pm.

c. Family Fun Day 2024

Members discussed the options in the report to how the Family Fun Day 2024 event would look and aspects of the event.

Suggestions on the report included a music event, incorporating a Skate event, adding paid for wrist bands and an optional Firework Display.

The music option had little interest in the discussion as did the Firework addition which was perceived as not value for money.

Skate event- It was also mentioned that it is very hard to film live sporting events and that the images on the screen may not be sustainable through the competition. The consensus after discussion was to keep the Skate Competitions as an independent event.

Members discussed the suggestion of adding paid wristbands for the event for people outside of Flitwick, and acknowledged the complications and logistics that could arise should this be incorporated. It was suggested that lost armbands, and lack of enforcement may cause conflicts on the day. The Open for all policy previously established was preferred. Although it was noted that if the influx to the event continued from people outside of the town this may need to be investigated for future years.

It was **RESOLVED** to accept option 1 from the report as follows without the addition of wristbands or Fireworks.

Event Options One:

1. The event continues as in previous years, this will include: • Event running time 12 noon – 10pm • Free Fun Fair (12 – 8pm) • Free Cinema Showings (3 Films) • Food Court • Stalls • Free Popcorn Approximate Cost - £20,000 ex vat

Action – CSO (ZP)

d. D-Day Anniversary - Beacon

Members discussed the option to purchase a Beacon to be used at the 80th Commemoration of D-day and future events. Options include both a wood fire beacon that would need to receive planning permission to be installed at either Station Square, Station green space or Millenium Park.

All of the spaces identified were not deemed appropriate and the Mount, that is the highest point in Flitwick, being an Archaeological site is eliminated from consideration.

Information as to the previous Beacon was requested with the Community Services and Amenities Manager confirming that the small burner previously used was not fit for purpose.

It was noted that Ampthill Town Council have a large beacon and space to hold an event and it was suggested that the Council signpost to Ampthill. It was felt that there was no location in Flitwick that would allow for a successful event. With limited use of a Beacon making a purchase of either Beacon not financially viable.

It was **RESOLVED** to accept option 6 which included not purchasing a beacon or holding an event in June 2024 and signposting to other locations.

e. **Community Hub**

Members received a report with a request to change the resolution made on Tuesday 4th April 2023 in relation to the opening times of the Community Hub on Wednesdays due to the low attendance in the afternoon,

It was **RESOLVED** to amend the opening times of the Community Hub to 2.30pm and to allow for Officers digression to be used for any further alterations.

Action – CSO (SQ)

f. **Allotment Bonfires**

The suggestion that permission to hold bonfires on allotments was withdrawn was discussed by members having been suggested by the Reps. This was suggested due to the complaints received from allotment holders and neighbors when fires were lit.

With the AGM for the Allotment holders taking place 2 weeks from the date of the meeting, it was suggested that if the decision was agreed formal notification could be made at the AGM. The revised rules would be included in the new Allotment contracts issued for 2024.

It was **RESOLVED** to amend the Allotment Agreement to state 'No bonfires will be permitted on-site at any time'. This revision would be in place for the contacts issued in January 2024

Action – CSAM

g. **Scarecrow Festival 2024**

Members received a report as requested from the Community Services Officer in relation to the Scarecrow Festival 2024 with suggestions as to the time change to September to tie in with harvest time and ideas for themes.

It was **RESOLVED** to amend the festival to over a weekend in September with the theme for 2024 being Childrens films.

Action – CSO (ZP)

h. Sunday Markets

Members received a request from the Sunday Market Manager to run a Market on Sunday 29th October as an additional date for this year.

It was **RESOLVED** to allow that Sunday Market to take place on the 29th of October.

Action – CSO (ZP)

i. Manor Park

Members received an update around the previously discussed ongoing issues with Ragwort and Hogweed within Manor Park. Confirmation following liaison with Natural England and a report being carried out by an agronomist was given on the best way to manage the spread of Ragwort and Hogweed within the park.

Members were asked to consider the report and instruct Officers to carry out the management of Ragwort and Hogweed as detailed within the report. This will be covered financially by the revenue budget, so no further expenditure was to be considered.

The Town Clerk gave clarification as to the way in which the chemicals would be used and if there would be a requirement to close the park for effective treatment to take place. They confirmed that this would be looked into if members agreed to move forward and did also inform the committee that there is a legal requirement to prevent the spread of the identified plants to other sites.

It was clarified that the Ragwort would not be able to be treated by spot treatment due to the extensive volume, but the hope would be that the Hemlock would be treated this way. With the time frame it was clarified that the action wouldn't take place for around two months at which time the stewardship scheme will be ended.

It was **RESOLVED** to accept the report and move forward with the planning of treatment.

Action – TC

1123 ITEMS FOR INFORMATION

a. Toucan Crossing

Members noted the information from Bedfordshire Council in relation to the Toucan Crossing installation at the 101 roundabouts are programmed to be constructed between 6 – 24th November 2023.

b. Community Financial Report

Members noted the financial report.

c. Officer Update

Members received an update report from the Community Services and Amenities Officer and discussed items included in the report. An additional verbal update was given confirming that the volunteer time allocated to the Community Fridge from April to September was established at 240hrs.

Members commented that it was great to see such a long report and acknowledged the update on Remembrance and Christmas lights that had been requested at the previous meeting.

1124 **PUBLIC OPEN SESSION**

Due to technical reasons no members of the public were able to join the meeting remotely.

1125 **EXEMPT ITEMS**

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

12a **Youth Provision Report** - noted

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.



FLITWICK TOWN COUNCIL

Report to Community Services 7th November 2023: Allotment Facilities

Implications of recommendations

Corporate Strategy: An engaged community

Finance: Allotment EMR

Equality: Accessible to all

Background

It was previously decided to withdraw the use of portaloo's at both Steppingley Road and Station Road allotment sites. This was due to budget restraints. Research was carried out by the Environmental Services Manager, showing that Flitwick Town Council was one of a few organisations offering portaloo's within the allotment rents.

It was agreed at an Allotment Working Group meeting in May to investigate the possible reinstallation of portaloo's at both allotment sites, as requested by Allotment holders.

It was resolved at the Community Services Committee meeting in June 2023 to reinstate the portaloo's for the growing season, with the toilets being removed on 31st October.

Introduction

The Community Services & Amenities Manager worked with the Allotment Working Group to survey allotment holders on the use of facilities at the allotments. Approximately 20% of allotment holders responded to the survey. 12% of respondents stated that they do not use the portaloo's, 13% of the respondents said they would use a compostable toilet. 17% of respondents said removal of toilet facilities would not impact them being able to attend their allotments.

Research has been completed into the installation of compostable toilets at both allotment sites. Although compostable toilets have environmental benefits, challenges will include the regular cleaning of the toilets, locating a suitable site for disposing the composted faeces and installing a suitable soak away for urine. Quotations for supply and installation of compostable toilets have been sought and the cost to carry out this work would be approx. £16,000 (2 quotations have been sought with 1 further quotation due imminently, further details can be sent in due course if Members choose to install compostable toilets).

The Community Services & Amenities Manager has also received a quote to install one portaloo at each allotment site for the growing season only (1st April – 31st October 2024), this would cost £1,850, which includes delivery, removal, and weekly servicing.

The allotments are mostly in use from April – October, with winter months seeing a reduction in the number of people spending long periods of time at their allotments.

Additional Information

Allotment fees are held in cost centre 302 until year-end when they are transferred to an EMR; this is due to allotment income having to be utilised for allotments only.

Flitwick Town Council currently has £22,641 in the Allotment EMR.

Officers have proposed a budget of £2,000 for 2024/25 for allotment maintenance (this is the same as previous years and includes general maintenance of the site).

Options

1. Members are asked to consider installing one portaloo at both Station Road and Steppingley Road Allotment sites from 1st April 2024 to 31st October 2024. To approve the spend of £1,850 (plus VAT) from the Allotment EMR for this service.
2. Members are asked to consider installing one waterless, compostable toilet at Steppingley Road and Station Road allotment site. To approve the spend of up to £16,000 (plus VAT) from the Allotment EMR for this service.
3. Members are asked to consider not reinstating toilet facilities at Steppingley Road and Station Road allotment sites.

Susan Eldred
Community Services & Amenities Manager



FLITWICK TOWN COUNCIL

Report to Community Services 7th November 2023: Recycle & Re-use

Implications of recommendations

Corporate Strategy: A Sustainable Environment, An Engaging Community

Finance: Community Services Events Budget

Equality: Accessible to all

Background

In 2023 a member of the Flitwick community organised a recycle and reuse event in Flitwick and had success in selling items from people's front gardens.

Introduction

The Community Services Team would like to run a similar event to incorporate the whole town for anyone that would like to take part. All registered addresses would then be uploaded onto an online map like the one used for the Car Show and Halloween Trail.

The idea is to allow people to recycle and reuse items at a low cost that may otherwise end up in landfill.

The budget for the event is requested to be set at £250 to allow for the production of banners and any subsidiary costs such as printing for the event.

The event, if successful, could be made into an annual event or bi-annual event. All items would be sold as seen.

Option 1

To allocate £250 (Community Activity Cost Centre (312)) within the 2024/25 revenue budget to fund a recycle or reuse event to take place in 2024.

Option 2

To not hold a recycle or reuse event.

Officer Recommendation

To allocate £250.00 (Community Activity Cost Centre (312)) within the 2024/25 revenue budget to fund a recycle or reuse event to take place in 2024.



FLITWICK TOWN COUNCIL

Report to Community Services 7th November 2023: Community Defibrillator Training

Implications of recommendations

Corporate Strategy: A Centre for everyone

Finance: Community Services Events Budget (4618/313)

Equality: Accessible to all

Background

Each year in Britain around 30,000 people are struck by sudden a cardiac arrest outside of hospital environments. They can affect anyone at any time – from young children at school, to adults when they're at home, work or out in public places.

If victims aren't treated properly, more often than not, cardiac arrests are fatal. The British Heart Foundation's figures show that only one in ten victims survive. There are a couple of reasons for this figure – namely the lack of education and training.

Introduction

Looking forward to 2024 -2025 the Community Services Officers have found a provider that can train 50 people in a session to use this life saving equipment. Research by the British Heart Foundation reveal that only four in ten bystanders performed CPR. In addition, 62 per cent of British adults admitted to being worried about what to do if someone collapsed in front of them after suffering cardiac arrest.

If a defibrillator is used within 3-5 minutes of cardiac arrest, survival rates jump from 6 per cent to 74 per cent.

The Community Services Team are looking to hold 2 free sessions of Defibrillator training which would be open to the public to attend. Each session would be able to hold 50 people.

Option 1

To allocate £500 (Community Activity Cost Centre (312)) within the 2024/25 revenue budget to fund Defibrillator training which would be offered free to the community of Flitwick.

Option 2

To not allocate £500 for defibrillator training.

Officer Recommendation

To allocate £500 (Community Activity Cost Centre (312)) within the 2024/25 revenue budget to fund Defibrillator training which would be offered free to the community of Flitwick.

Flitwick Town Council: Draft Public Art Strategy & Plan

Prepared by Cllr Keith Badham

Reviewed and revised by Sue Quinn

1. Background

Flitwick has been awarded Public Arts Funding through Section 106 agreements considering, new building developments around town. In 2020, the Community Services Committee formed a Public Arts Working Group to write the strategy.

This Working Group met on 15th September 2023 to review the status of the strategy and to move the project forward. Present at the meeting: Claire Thompson; Keith Badham; Susan Eldred; Matt Earles and Sue Quinn.

The meeting reviewed the strategy and discussed how to move the project forward. Ideas were put forward for Public Art, the conclusion that a series of smaller projects would be more beneficial to the community. Sue Quinn was asked to review the strategy and present an options paper for projects.

2. Definition of Public Art

Using the definition of Public Art as set out in the strategy (National Planning Policy Framework), Public Art should:

“Take Account of and support local strategies to improve health, social and cultural wellbeing for all, and deliver sufficient community and cultural facilities and services to meet local needs”.

While Public Art can include the more traditional idea of a sculpture it can also encompass a wide range of features, for example:

- Specialist treatment of some aspects of a building - stained glasswork, mosaics, floor/wall design, lighting or timberwork
- Provision of hard or soft landscaping, paving, gates, arches, seating, play areas and bridges
- Interpretation of a specific site or place
- Provision of space for artistic use
- Major landmark or urban design features

Where Public Art is physical in nature, it must always be publicly visible and, be made by a professional artist, is bespoke and of high quality'. Public Art can be temporary or permanent in nature and, as part of an overall programme, consideration can be given to extend the definition of Public Art to include temporary events festivals and activities or temporary installations.

3. The Value of Public Art in Flitwick (Keith Badham Paper)

1. When considering Public Art in Flitwick the following values are to be considered.
 - Enrich Flitwick's identity.
 - Create a sense of place for both residents and visitors to Flitwick
 - Develop the physical environment by adding interest, quality and distinctiveness
 - Provide a source of pride among the community

- Add to the enjoyment and interest of local people and visitors
- Make existing public spaces more comfortable, relaxing, meaningful and attractive to meet in

Individual pieces of art may also:

- Integrate new developments into the existing townscape, creating bonds within the area and developing a sense of belonging
- Celebrate our local community's creativity, and empower the evolution of this existing creative community
- Get the local community involved in art, helping to stimulate debate, ignite passion and discussion and generate excitement
- Provide a legacy for the future - creating tomorrow's heritage
- Celebrate Flitwick's heritage: raising awareness of our history
- Aid in local orientation through landmarks or through being part of a Wayfinding solution
- Improve the Economy by providing employment for artists and craftspeople, and increasing tourism by acting as a landmark or attraction.
- Contribute to individual personal development, imagination and vision, enabling personal development and encouraging well-being, aspirations and equality
- Provide employment for local artists and craftspeople

Realise the potential for Public Art to maximise the benefit to Flitwick and its Residents.

- Enable a coordinated approach to the use of this money across the Town.
- Ensure that all projects are integrated into the development of the town.
- Work in partnership with the community, public and private sectors
- Create work of high quality: work which is durable and easy to maintain and which integrates with the functional requirements of the immediate area.
- Promote a role for local, regional, national, and international artists.
- Maximise resources for the commissioning of artists.
- Identify and implement good commissioning practices.

4. Identifying projects for the Section 106 funding

At the meeting on 15th September the favoured position was to have 4/5 smaller projects across different places and appropriate to different members of the community.

The ideas for projects were:

1. Graffiti wall at the skate park
2. Equipment for the Lockyer suite to make it more accessible for arts productions. Requires input from theatre professionals on the most appropriate tech required for live shows and pop up theatre. Quotes to be secured and training on the equipment to form part of the cost. Rufus to identify a technician post within its team.
3. Some form of exhibition(Brighton [Support | Photoworks](#)) – photographic. This could either be a semi-permanent base with the ability to change the images. Location would need to be decided. If it was a semi-permanent base with the ability to change the images this could become a focus for changing exhibition for different communities. E.g., a young people's exhibition with the schools. Money could be set aside from the 106 funds to have a lead artist on this.
4. Artistic interpretation of Manor Park, could this tie in with the QR code idea being developed?
5. Other ideas?

5. Management and Community Involvement

The current funding available is £88000. The Working Group would have responsibility for the project, reporting to the Community Services Committee, with the day-to-day management being the responsibility of the Community Services Officer to ensure that the project is delivered on time and in budget. Once projects have been agreed by the Community Services Committee a brief would be drawn up for each of the project ideas. There may be additional funds from future developments with regards S106, however, other income streams need to be investigated.

Community Involvement

The level of community involvement will depend on the project(s) approved by the Community Services Committee. (see options above).

If one of the projects approved is the Graffiti Wall, then it would be expected that the young people from the youth club and the skaters would be involved in the design development and possibly creation alongside the professional artist.

A project such as the photo installation could be developed with a residency in school and with an older people's group. An exhibition that could feature the faces of the community, landmarks as they were and are now would tie in with the Flitwick Living History Project.

In the Strategy, previously out forward there was an option to commission public consultation on the creation of 'a piece of Public Art'. This could take a great deal of time and money from the project and would probably not satisfy the different voices in the community. However, the process of community involvement in the original strategy should not be lost and be fundamental to any Section 106 or other Public Art funding in Flitwick.

Keith Badham Paper

It is important that the community is included in the creation of Public Art. This could range from votes on designs, community events to help celebrate and unveil the works of art, to participatory activities with the selected artist/s or simply meeting and inspiring the artist with stories and local knowledge. The Working Group should guide each project appropriately through the development of details briefs for each piece of work, being sure not to consult too much too early as some projects take years before results are seen. Where developments seek to commission public works of art before communities have moved in, post creation publicity will be important to enable greater understanding of the Public Art for new inhabitants. It will also be important to build on relationships with developers of new estates as well as other relevant private and public sector parties, in addition to arts funding and development agencies. It is intended that the proposals for key projects outlined below will facilitate partnership work.

6. Commissioning (Ketih Badham paper)

There are a range of commissioning practices that can be adopted, and the scale and location of the commission will be factors in determining the most appropriate process. However, there are some principles of good practice which should be considered when commissioning pieces of Public Art for Flitwick. These are:

- Each commission, however small, should be accompanied by an artist's brief which gives information on the aims of commission, site, budget, timescale and selection process
- The artist's brief should not be prescriptive, and should aim to foster rather than restrict the creativity and imagination of artists

- Where appropriate, artists should be commissioned at an early stage so that they are able to consider appropriate ways of involving the public, whether through consultation, exhibitions, education programmes, workshops, presentation, or talks
- For each piece of work, a selection panel will be convened, the makeup of which should be decided by the Working Group
- Locally based artists working in the appropriate medium and with the appropriate experience should be considered as part of any selection process.
- Commissioned artists should be issued with contractual agreements.

7. Artist's brief

The artist brief should encourage creativity, and ensure the following:

- Aims and objectives of the project.
- Shortlisting, interview, and appointment
- Their experience of delivering Public Art projects (with examples and references)
- How they have worked with communities, including consultation and creation of artworks
- Production of the work, installation, and ongoing maintenance schedule
- A price to include all elements of the project.
- Delivery timetable and budget including contingency.
- Copyright and clarification of ownership
- Necessary insurances, public liability, professional indemnity, and risk assessments
- Maintenance and durability, including maintenance processes and responsibilities beyond implementation
- Timetable
- Budget including contingency funds.
- Artists copyright position and clarifications of ownership

Decision making – submissions

Submissions will be shortlisted according to the criteria of the brief for each project. The Working Group will make recommendations to the Community Services Committee. Shortlisted artists will be invited for interview to present their ideas.

Circulation list for the commission

Bedford Creative Arts
 The Culture Trust Luton
 Arts and Heritage Alliance Milton Keynes
 MK Gallery
 Bucks Visual Arts Network
 MK Arts Centre
 Westbury Arts
 Arts Gateway
 Arts Council England

Current Public Art in Flitwick

War Memorial

This memorial was established in ??? and commemorates the residents of Flitwick who were killed or missing in the First World War and the Second World War

Memorial Gardens

Located next to the war memorial we have a metal sculptured fence, which surrounds the memorial garden.

Wood Carvings

We have a number of carved wooden animals throughout Manor Park. These were commissioned by local artists and FTC staff. Some of these have disappeared, but a few remain

Carved benches

We have some carved benches in Manor Park, which were commissioned as part of a resident driven project. Local Artist Luke Wesley was responsible for the work.

Skate Park

Our Youth Service providers 4YP worked with a visual artist and along with users of the skate park and their parents, created murals.

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FLITWICK TOWN COUNCIL
Report to Community Services 7th November 2023:
Sunday Market

Implications of recommendations

Corporate Strategy: A Centre for everyone

Finance: Community Services Events Budget – 312/4627

Equality: Accessible to all

Background

Flitwick Town Council started to hold a market at Flitwick Town Square in 2022, which has been run by volunteers. The market has attracted 3 to 7 traders monthly throughout 2023.

Introduction

Looking forward to 2024 the volunteer Market Manager had a meeting with Officers in relation to the event and the limitations of the current site. The lack of facilities and foot fall has resulted in limited trading and recruiting new stalls. There has also been damage to the surface of the Town Square throughout the year.

Road closures were secured in 2022 and early 2023 but this has not been required in recent months due to the lack of trader interest.

The income from the stalls for 2023 currently stands at £310, this amount is not sustainable to employ a Market Manager for this event. The change of use of 3 Station Road may also influence the market location and feasibility going forward.

The volunteer Market Manager has requested an extension of the event in the current location resuming in March 2024 to October 2024. Other options have been suggested and are as follows.

Option 1

To continue with the market at Flitwick Town Square from March 2024 - October 2024.

Option 2

To consider relocating the market to the Rufus Centre in keeping with the proposed Car Boot Sale event (due to be discussed at the Business Improvement & Development Board) which would take place every 2nd Sunday of the month throughout the year.

Option 3

To stop holding the Sunday market in 2024.

Officer Recommendation

Option 2

To consider relocating the market to the Rufus Centre in keeping with the proposed Car Boot Sale event (due to be discussed at the Business Improvement & Development Board) which

would take place every 2nd Sunday of the month throughout the year.

SUMMARY

	CURRENT Budget 2023/24			PROPOSED Budget 2024/25		
	Income	Expend	Balance	Income	Expend	Balance
COMMUNITY	84,152	647,222	-563,070	46,250	627,809	-581,559

				CURRENT Year: 23/24			NEXT Year: 24/25		
				Current Budget			PROPOSED Budget	£ +/-	% +/-
COMMUNITY	300	Core Services	Inc.	0			0		
			Exp.	448,790			407,664	▼ 41,126	▼ 9%
	301	Burial Grounds	Inc.	39,000			9,000	▼ 30,000	▼ 77%
			Exp.	1,650			900	▼ 750	▼ 45%
	302	Allotments	Inc.	4,500			4,500		
			Exp.	4,470			3,050	▼ 1,420	▼ 32%
	303	Local Amenities/Tractor Store	Inc.	7,500			1,100	▼ 6,400	▼ 85%
			Exp.	32,387			32,130	▼ 257	▼ 1%
	305	Play Areas	Inc.	2,850			1,500	▼ 1,350	▼ 47%
			Exp.	11,213			10,000	▼ 1,213	▼ 11%
	306	Street Lighting	Inc.	0			0		
			Exp.	4,500			9,000	▲ 4,500	▲ 100%
	311	Youth Hub / Activities	Inc.	15,500			16,000	▲ 500	▲ 3%
			Exp.	72,672			76,900	▲ 4,228	▲ 6%
	312	Community Activities	Inc.	7,520			7,340	▼ 180	▼ 2%
			Exp.	14,575			28,525	▲ 13,950	▲ 96%
	313	Community Events	Inc.	7,282			6,810	▼ 472	▼ 6%
			Exp.	56,965			59,640	▲ 2,675	▲ 5%

			LAST Year: 22/23		CURRENT Year: 23/24			NEXT Year: 24/25			Notes
CORE SERVICES: 300			Budget	Actual	Budget	YTD (mth6)	Year End Projection	PROPOSED Budget	£ +/-	% +/-	
Expenditure	4001	SALARIES AND WAGES	368,349	390,324	427,990	175,187	355,488	373,514	▼54,476	▼13%	
	4002	UNIFORM	500	623	700	145	700	600	▼100	▼14%	23/24 new staff member uniform
	4005	VEHICLE - MAINTENANCE	1,500	2,528	1,000	286	1,100	750	▼250	▼25%	Name change to Trucks Maintenance. 24/25
	4006	FUEL	6,500	3,593	4,000	1,486	3,500	3,500	▼500	▼13%	Reduced travel
	4008	Truck Insurance	2,200	2,642	3,000	370	3,000	3,000			No Change
	4009	HEALTH & SAFETY	400	380	1,500	0	1,000	0	▼1,500	▼100%	REMOVE: N/C combined to Finance & HR to match new Committee structure and SoD
	4051	GRANTS PERMITTED	10,000	8,700	0	-200	0	10,000	▲10,000		FTC Community Grants suspended 23/24. TBC whether to reinstate for 24/25.
	4063	TRUCK REPAYMENTS	6,405	6,868	9,000	4,394	10,600	10,600	▲1,600	▲18%	New contract costs
	4103	FTC Internal Hire	0	2,778	1,600	1,566	3,000	3,000	▲1,400	▲88%	To reflect spending
	NEW	Town Centre CCTV (4064)	0	0	0	0	0	2,700	▲2,700	▲100%	CBC monitoring costs (£1k monitoring, £700 signal transmission, 2 x £250 relocation of camera, £500 call outs)
Total Expenditure (300)			395,854	418,436	448,790	183,234	378,388	407,664	▼41,126	▼9%	

			LAST Year: 22/23		CURRENT Year: 23/24			NEXT Year: 24/25			Notes
BURIAL GROUNDS: 301			Budget	Actual	Budget	YTD (mth6)	Year End Projection	PROPOSED Budget	£ +/-	% +/-	
Income	1004	BURIAL GROUNDS (No VAT)	15,000	28,172	30,000	5,825	15,000	7,000	▼23,000	▼77%	Reduced income budgets as BG almost full
	1013	CBC-CLOSED BURIAL GROUND	1,000	1,000	1,000	1,000	1,000	1,000			No Change
	1119	Burial Grounds Income VATABLE	5,000	7,963	8,000	82	2,000	1,000	▼7,000	▼88%	Reduced income budgets as BG almost full
	Total Income (301)		21,000	37,135	39,000	6,907	18,000	9,000	▼30,000	▼77%	
Expenditure	4015	Utilities	150	105	150	43	150	150			No Change
	4068	Burial Ground NO VAT	500	95	500	95	250	250	▼250	▼50%	Reduced spending budget as BG almost full
	4069	Burial Ground VATABLE	1,000	3,359	1,000	90	500	500	▼500	▼50%	Reduced spending budget as BG almost full
	Total Expenditure (301)		1,650	3,559	1,650	228	900	900	▼750	▼45%	

			LAST Year: 22/23		CURRENT Year: 23/24			NEXT Year: 24/25			Notes
ALLOTMENTS: 302			Budget	Actual	Budget	YTD (mth6)	Year End Projection	PROPOSED Budget	£ +/-	% +/-	
Inc.	1005	ALLOTMENT RENT	5,000	4,528	4,500	717	4,500	4,500			No change
	Total Income (302)		5,000	4,528	4,500	717	4,500	4,500			
Expenditure	4015	Utilities	350	716	700	328	700	700			No change
	4072	ALLOTMENTS/MAINTENANCE	2,000	939	2,000	614	2,000	2,000			No change
	4088	PORTALOO HIRE	0	295	1,250	570	1,250	0	▼1,250	▼100%	To be considered at November Community Meeting (EMR spend)
	4103	FTC Internal Hire	0	294	520	158	350	350	▼170	▼33%	To reflect existing spending
	Total Expenditure (302)		2,350	2,244	4,470	1,670	4,300	3,050	▼1,420	▼32%	

LOCAL AMENITIES/TRACTOR STORE: 303			LAST Year: 22/23		CURRENT Year: 23/24			NEXT Year: 24/25			Notes
			Budget	Actual	Budget	YTD (mth6)	Year End Projection	PROPOSED Budget	£ +/-	% +/-	
Income	1002	Insurance Claims	0	15,003	0	0	0	0			REMOVE - no longer required
	1014	PHONE MAST INC (STATION RD)	5,333	5,500	5,500	4,500	5,500	1,100	▼ 4,400	▼ 80%	New lease
	1070	MANOR PARK (Rural Paymt Agent)	2,000	1,481	2,000	0	0	0	▼ 2,000	▼ 100%	REMOVE - no longer part of Environmental Stewardship Scheme
	1177	GRANTS RECEIVED	0	10,221	0	1,189	1,189	0			Budget not required
	Total Income (303)		7,333	32,205	7,500	5,689	6,689	1,100	▼ 6,400	▼ 85%	
Expenditure	4015	Utilities	0	621	1,822	242	500	2,000	▲ 178	▲ 10%	Supplier costs increase
	4078	Planting/Weeding	3,000	2,121	3,000	1,500	3,000	3,000			No change
	4084	PLANT & EQUIP-PURCHASE	2,500	6,707	2,500	18	2,500	2,500			No change
	4085	PLANT & EQUIP-MAINTENANCE	2,500	212	2,500	89	2,500	2,500			No change
	4110	TREE MAINTENANCE	3,000	2,795	3,000	0	3,000	3,000			No change
	4111	PITCH MAINTENANCE - Hinksley R	1,000	0	700	0	0	0	▼ 700	▼ 100%	REMOVE - no longer required
	4115	Grass Cutting (Flitwick)	750	0	500	0	0	0	▼ 500	▼ 100%	REMOVE - no longer required
	4116	Grass Cutting (CBC Charges)	4,000	3,668	0	0	0	0			REMOVE - no longer required
	4118	BINS AND SEATS	1,000	0	1,000	722	1,000	1,000			No change
	4128	WASTE DISPOSAL	6,300	5,197	6,065	3,935	7,000	7,000	▲ 935	▲ 15%	Increased supplier
	4132	BUILDING MAINTENANCE	1,500	5,465	1,500	774	1,500	1,500			No change
	4137	Water Dispenser Maintenance	0	0	300	0	300	300			No change
	4140	MAINTENANCE CONTRACTS	650	-357	0	0	830	830	▲ 830	▲ 100%	ACE (intruder alarm, emerg lights & fire extinguisher)
	4700	FLITWICK MANOR PARK	10,000	4,981	8,000	401	4,000	7,000	▼ 1,000	▼ 13%	Lack of staffing resources
	4701	Flit Valley Maintenance	500	0	500	0	500	500			No change
	4702	Flitwick Nature Park	0	197	1,000	0	1,000	1,000			No change
Total Expenditure (303)			36,700	31,607	32,387	7,681	27,630	32,130	▼ 257	▼ 1%	

PLAY AREAS: 305			LAST Year: 22/23		CURRENT Year: 23/24			NEXT Year: 24/25			Notes
			Budget	Actual	Budget	YTD (mth6)	Year End Projection	PROPOSED Budget	£ +/-	% +/-	
Income	1012	Millennium Park Hire	1,000	1,458	1,500	1,500	1,500	1,500			No change
	1177	GRANTS RECEIVED	0	13,598	0	0	0	0		#DIV/0!	
	1180	COMMUTED SUMS RELEASED TO	1,350	1,350	1,350	0	0	0	▼ 1,350	▼ 100%	REMOVE - no longer required
	Total Income (305)		2,350	16,406	2,850	1,500	1,500	1,500	▼ 1,350	▼ 47%	
Expenditure	4075	PLAY AREA/REPAIRS & MAINT.	8,000	7,829	8,000	829	5,000	8,000			Lack of staffing resources
	4082	Millennium Park (Inc CCTV)	2,000	873	2,000	155	1,000	1,000	▼ 1,000	▼ 50%	Rename to The Hub CCTV and move to C/C 311. Camloc
	4122	CHANGING ROOMS - HINKSLEY	0	247	1,213	384	700	0	▼ 1,213	▼ 100%	Sea Cadets taking on changing rooms in 24/25
	NEW	Skate Park Lighting (4098)	0	0	0	0	1,000	1,000	▲ 1,000	▲ 100%	Installed 23/24 charges as overspend with budget set 24/25
	Total Expenditure (305)		10,000	8,949	11,213	1,368	7,700	10,000	▼ 1,213	▼ 11%	

STREET LIGHTING: 306			LAST Year: 22/23		CURRENT Year: 23/24			NEXT Year: 24/25			Notes
			Budget	Actual	Budget	YTD (mth6)	Year End Projection	PROPOSED Budget	£ +/-	% +/-	
Expend.	4096	Electricity - Street Lights	2,500	5,914	2,500	2,534	6,000	7,000	▲ 4,500	▲ 180%	Bring in line with supplier costs increase
	4097	Street Lighting Maintenance	2,000	261	2,000	396	1,500	2,000			No change
	4508	STREET LIGHTING	0	0	0	0	0	0			REMOVE - no longer required
	Total Expenditure (306)		4,500	6,175	4,500	2,930	7,500	9,000	▲ 4,500	▲ 100%	

YOUTH HUB / ACTIVITIES: 311			LAST Year: 22/23		CURRENT Year: 23/24			NEXT Year: 24/25			Notes
			Budget	Actual	Budget	YTD (mth6)	Year End Projection	PROPOSED Budget	£ +/-	% +/-	
Income	1035	The Hub Hire	50	660	500	1,953	2,000	1,000	▲500	▲100%	
	1037	Under 18s Skate Competition	120	21	0	0					REMOVE - no longer required
	1041	YOUTH ACTIVITIES	15,000	15,000	15,000	15,000	15,000	15,000			No change
	1170	YOUTH PANEL	200	0	0	0					REMOVE - no longer required
	1177	GRANTS RECEIVED	0	500	0	500	500	0			No budget required
	1191	MISC INCOME	0	182	0	0					REMOVE - no longer required
	Total Income (311)		15,370	16,363	15,500	17,453	17,500	16,000	▲500	▲3%	
Expenditure	4001	SALARIES AND WAGES	2,000	1,172	0	0					REMOVE - no longer required
	4014	CASUAL STAFF	0	648	1,984	561	2,000	2,000	▲16	▲1%	
	4015	Utilities	2,300	4,076	3,100	907	3,000	3,000	▼100	▼3%	Avg £200 * 12
	4016	BUSINESS RATES	2,469	2,395	2,600	1,536	1,536	1,700	▼900	▼35%	Allow 10%
	4049	YOUTH ACTIVITIES	43,500	43,500	59,000	45,713	59,000	59,000			Dan Gaze Services contracted
	4050	Under 18s Skate Competition	710	108	0	0					REMOVE - no longer required
	4128	WASTE DISPOSAL	0	196	988	392	700	600	▼388	▼39%	Biffa charges at £50 per month *12
	4132	BUILDING MAINTENANCE	2,500	-103	3,000	1,423	3,000	3,000			
	4138	EQUIPMENT	1,000	1,937	1,000	490	1,000	1,000			
	4140	MAINTENANCE CONTRACTS	2,000	3,047	1,000	1,310	1,635	1,600	▲600	▲60%	to reflect supplier costs
	NEW	LGBTQ+ Youth Provision	0	0	0	0	0	5,000	▲5,000	▲100%	New budget - Pending resolution
	Total Expenditure (311)		56,479	56,976	72,672	52,332	71,871	76,900	▲4,228	▲6%	

SL see AS

COMMUNITY ACTIVITIES: 312			LAST Year: 22/23		CURRENT Year: 23/24			NEXT Year: 24/25			Notes
			Budget	Actual	Budget	YTD (mth6)	Year End Projection	PROPOSED Budget	£ +/-	% +/-	
Income	1031	FITNESS CIRCUITS CLASSES	0	0	0	938	938	0		#DIV/0!	No budget required for 23/24 (potentially grant funded)
	1036	Stitchers Donations	0	40	0	7	0	0		#DIV/0!	No Change
	1039	PAINTING CIRCLE	100	335	300	143	307	200	▼100	▼33%	
	1042	TEA DANCES	0	0	0	132	396	1,740	▲1,740	▲100%	Move to Rufus 421 cost centre SARAH TBC
	1120	KEEP FIT / Dance Fitness	2,800	2,573	3,000	1,666	3,000	2,800	▼200	▼7%	
	1122	MENS CLUB	1,100	811	0	0					REMOVE - no longer required
	1129	Community Bingo	275	12	0	0					REMOVE - no longer required
	1146	OLDER PEOPLE - Events	500	0	0	0					REMOVE - no longer required
	1149	Flitwick Sunday Market	0	490	720	310	720	0	▼720	▼100%	
	1171	LUNCH CLUB	2,900	2,555	3,500	1,569	2,609	2,600	▼900	▼26%	Reduced entry costs
	1177	GRANTS RECEIVED	0	1,500	0	500	0	0			No budget required
	1181	COST OF LIVING MONIES REC'D	0	5,294	0	6,709	0	0			Potentially Grant Funded - no budget required
Total Income (312)			7,675	13,610	7,520	11,974	7,970	7,340	▼180	▼2%	
Expenditure	4103	FTC Internal Hire	0	5,649	4,400	5,612	11,000	11,000	▲6,600	▲150%	
	4552	TEA DANCE	0	0	0	170	340	3,780	▲3,780	▲100%	Move to Rufus 421 cost centre SARAH TBC
	4553	PAINTING CIRCLE	10	0	30	0	100	100	▲70	▲233%	23/24 Project Costs
	4554	STITCHERS	140	138	195	0	195	195			No Change
	4556	OLDER PEOPLE - Events	2,150	0	0	0					REMOVE - no longer required
	4558	KEEP FIT / Dance Fitness	2,700	2,498	2,400	300	1,500	2,000	▼400	▼17%	No Village Hall costs for 23/24
	4606	Cost of Living Initiative	0	739	4,000	2,701	4,000	4,000			
	4612	MENS CLUB	1,100	566	0	0					REMOVE - no longer required
	4614	LGBTQ+ Initiative	0	1,500	0	0	0	4,000	▲4,000	▲100%	Rename to Proud AF TO BE APPROVED
	4621	LUNCH CLUB	4,100	1,321	2,500	832	1,083	2,200	▼300	▼12%	Reduced costs
	4625	FORGET ME NOT GROUP	2,100	144	650	72	145	500	▼150	▼23%	£12 per month cakes plus speakers
	4626	RESIDENT DRIVEN PROJECT	5,000	0	0	0					REMOVE - no longer required
	4627	Flitwick Sunday Market	0	466	400	0	0	0	▼400	▼100%	
	4628	Flitwick Food Extra	1,500	55	0	0	0	0			REMOVE - no longer active
	4629	Fitness Circuit Classes	0	0	0	2,030	2,030	0			No budget required for 23/24 (grant funded)
	NEW	Recycle/Reuse	0	0	0	0	0	250	▲250	▲100%	New budget - Pending resolution
	NEW	Community Defib Training	0	0	0	0	0	500	▲500	▲100%	New budget - Pending resolution
Total Expenditure (312)			18,800	13,076	14,575	11,717	20,393	28,525	▲13,950	▲96%	

SL See AS

COMMUNITY EVENTS: 313			LAST Year: 22/23		CURRENT Year: 23/24			NEXT Year: 24/25			Notes
			Budget	Actual	Budget	YTD (mth5)	Year End Projection	PROPOSED Budget	£ +/-	% +/-	
Income	1040	Skate Competition	200	0	0	0	0	0			No income
	1050	King's Coronation 2023	0	680	0	531	531	0			REMOVE - no longer active
	1127	Flitwick Fun Day	2,000	590	3,500	4,752	4,752	3,000	▼500	▼14%	Changes to stalls format
	1130	Christmas Lunch - OLDER People	1,000	1,979	1,800	1,168	1,800	1,800			No change
	1142	Easter Egg Trail	0	0	480	407	407	500	▲20	▲4%	
	1164	Christmas Market RCCM	200	312	340	195	405	360	▲20	▲6%	
	1165	Christmas Lights EVENT	1,000	5,451	312	1,255	150	150	▼162	▼52%	reduced traders (review roll forward)
	1167	Christmas Market Trip	850	0	850	237	800	1,000	▲150	▲18%	Increased ticket costs
	1169	Summer Programme 23	0	0	0	525	525	0			Community Event
	1172	JUBILEE Event 2022	750	513	0	0					REMOVE - no longer active
	1191	MISC INCOME	0	18	0	0					REMOVE - no longer active
Total Income (313)			6,000	9,543	7,282	9,070	9,370	6,810	▼472	▼6%	
Expenditure	4043	REMEMBRANCE EVENT	1,200	1,112	1,700	120	700	700	▼1,000	▼59%	No PA equipment hire required
	4200	Christmas Lights Installation	16,500	15,342	18,975	0	18,975	19,475	▲500	▲3%	Lamps & Tubes contract to Jan 26
	4201	Christmas Market RCCM	360	86	475	0	300	300	▼175	▼37%	Reflect current costs
	4202	Christmas Market Trip	520	0	850	0	950	1,000	▲150	▲18%	
	4203	Festive Fun	250	0	0	0					REMOVE - no longer active
	4204	Flitwick Town Sq Christmas Tree	1,250	1,357	1,375	0	1,330	1,375			
	4205	Front Garden Competition	220	0	0	0					REMOVE - no longer active
	4206	Scarecrow Festival	100	94	240	90	240	240			
	4207	Fun Palace	150	0	150	0	0	150			Event cancelled for 23/24 - reinstate for 24/25
	4208	Skate Competition	900	899	2,200	1,486	1,475	2,300	▲100	▲5%	Increased costs
	4211	Easter Egg Trail	0	333	400	0	0	500	▲100	▲25%	23/24 grant funded achieved
	4213	Summer Programme 23	0	0	0	559	559	1,500	▲1,500	▲100%	Programme anticipated to continue
	4540	Christmas Lights EVENT	5,400	6,394	6,000	371	6,000	6,000			
	4551	Flitwick Fun Day	20,000	20,556	20,000	21,026	21,026	21,000	▲1,000	▲5%	Increase in supplier costs
	4615	King's Coronation 2023	0	0	0	175					REMOVE - no longer active
	4618	COMMUNITY Events Expense	2,000	1,455	2,000	-83	2,000	2,500	▲500	▲25%	Inc Community Outreach Works
	4620	YOUTH PANEL	700	0	0	0					REMOVE - no longer active
	4622	JUBILEE Event 2022	2,000	2,638	0	0					REMOVE - no longer active
	4623	Christmas Lunch - OLDER PEOPLE	0	868	2,600	0	2,600	2,600			No Change
Total Expenditure (313)			51,550	51,134	56,965	23,744	56,155	59,640	▲2,675	▲5%	

SE No expected RCF applications for 2024/25



Flitwick Town Council

Officers Update – Community Services 7th November 2023

1. **Christmas Pantomime Trip**

The Community Services Team have successfully applied for a range of grants this year to support the Cost of Living initiative implemented by FTC at the start of 2023.

The additional grants have allowed the Community Service Team to offer various activities free of charge, as well as grow the offering from the Community Fridge.

The Community Services Officer worked with The Grove Theatre in Dunstable to secure group pantomime tickets for Sunday, 17th December. With surplus funding, we could offer transport and pantomime tickets at an affordable rate.

2. **HAF Funding**

A tender has been released by Central Bedfordshire Council for the provision of holiday activities next year. The provision must be during the school holidays - Easter, Summer, and Christmas. There must be 4 hours of contact per day including the provision of a hot meal and healthy snacks. FTC will apply for Lot 1 Youth Activities for ages 11-16, this will include sports activities, cooking sessions, and mentoring. Lot 3, Creative Activities for ages 5 – 16 (in 2 cohorts) will include theatre, dance, and circus skills activities. The tender deadline is 14th November.

FTC will be supported by Dan Gaze Support Service and Black Sheep Collective in delivering all activities. The provision will be delivered from The Hub and The Rufus Centre.

3. **Pumkin Carving Grant**

The Community Services Officer was successful in securing £743 from HUBBUB for the delivery of a free Pumpkin Carving workshop.

Pumpkin carving sessions were held at The Hub on Wednesday 25th and Thursday 26th October. 150 pumpkins were carved by 87 adults and 157 children. Pumpkin soup was made with the insides of the pumpkins (along with other vegetables from The Community Fridge) and served with bread rolls.

4. **Community Fridge Wastage**

In August 5060 kg of food was collected and distributed through the Community fridge. 0.11% was waste, with an estimated 2126 meals provided.

In September 5010kg of food was collected and distributed through the Community fridge. 0% waste, with an estimated 2015 meals provided.

In October 11971kg of food was collected and distributed through the Community fridge.
.01% waste, with an estimated 5029 meals provided.

5. Movie Day

The Halloween Movie Day at The Rufus Centre took place on Friday 27th October.

Hocus Pocus 2 – 8 adults and 18 children attended

The Haunted Mansion – 4 adults and 6 children attended

Nightmare on Elm Street – 3 adults attended

The next Movie Day will take place on 21st December 2023

6. Litter Picks

The last litter pick of the year took place at Hinksley Road playing fields on Sunday 22nd October.

10 bags of rubbish were collected along with a stain glass window, crib and gaming chair.
14 volunteers attended the litter pick.

We look forward to starting the litter picks again in Spring 2024.

7. Over 60's Christmas Lunch

The over 60's Christmas Lunch has sold out, with 140 attending and a waiting list in place.

The attendees will enjoy live music from Emily Woodward and a visit from Santa!